

28 MAR 1958

Chief, Management Staff

Chief, Records Management Staff

Weekly Report-Week Ending 26 March 1958

1. Contributions

a. Tangible

- 25X1A8a
- (1) Assisted the Planning Staff/DCI in the retirement of 5 cu. ft. of records to the Center.
 - (2) Completed a file installation at the [REDACTED] OSI.
 - (3) Completed 6 new and revised forms. Eliminated 9 obsolete forms.
 - (4) Records Center received 58 cu. ft. of inactive records and destroyed 17 cu. ft.
 - (5) Completed revised Records Control Schedules for the Clerical and the Management Training offices, OTR.

b. Intangible

- 25X1A5a1
- [REDACTED]
- (1) Completed the evaluation of an Employee Suggestion and recommended its adoption providing for the use of a new type of shelf filing equipment.

2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel.
- (2) OTR. See 1a (5) above.
- (3) Office of DM/S.

- b. Installation of Filing Systems. See 1a (2) above. Also filing installation being made in Central Processing Branch, Office of Personnel.

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- c. Forty new and revised forms pending.
- d. Revision of Travel Order, Form No. 540. Fast finding and review of procedures continues.
- e. Forms Management Survey, Printing Services Division.
- f. Shelf File Installations.
 - (1) Library/OCS.
 - (2) [REDACTED]
 - (3) Map Library, GSS.
- g. Filing System for Biographic Profile, Office of Personnel.
- h. Graphics Register Index.
- i. Records Management Survey, Office of DCI. Fast finding started.

3. Assignments - Inactive

- a. Industrial Register, Shelf File.
- b. Security Office, Shelf File.
- c. Survey of Vital Personnel Records.
- d. Review of filing installation, Building Planning Staff.

4. News

- a. Four members of the Staff inspected a special shelf filing system used by the Bureau of Ships, Navy Department. This is a overhead suspension type installation known as Tract-a-File. It is doubtful that it will be applicable in our present temporary type building. We will keep it in mind, however, for the use in the new Agency building.
- b. Assisted the National Archives in making available tape recording of "Tokyo Rose" for use by the Department of Defense and Metro-Goldwyn-Mayer.
- c. Five members of this Staff and 3 Area Records Officers attended the Intragency Conference meeting at the National Archives.

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